

**United States Department of Agriculture
Food and Nutrition Service
Career Intern Program Announcement
Open Period: November 07, 2008-November 21, 2008**

Announcement Number: 09-FNS-001

Job Title, Series, Grade: Program Specialist, GS-0301-09, PD#07z420

Salary Range: \$50,285-\$ 65,376

Promotion Potential: GS-11

Duty Location: Robbinsville, NJ

Position Information: Full Time

Who May Be Considered: US Citizens

Duties: This position is located in the Mid-Atlantic Regional Office, and serves as a Program Specialist. The incumbent is responsible for administering nutrition assistance programs by providing training and technical assistance to State and other cooperating agencies, evaluating administration and operation of programs, and assisting in resolution of problems interfering with the delivery of program services.

Eligibility Requirements: Applicants must be U.S. Citizens.

Qualification Requirements: Fifty-two weeks of experience at the GS-07 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes working with a Federal Nutrition Assistance program implemented at any level.

OR

Education

Master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree *or* LL.B. or J.D., if related.

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSABLE.

How to Apply: Submit the following materials, no later than the closing date, to the HR Specialist:

1. USDA Career Intern Program Application (available on-line at <http://www.usda.gov/da/employ/CareerInternApplication.htm>)
2. An application (examples: Optional Application for Federal Employment, OF 612; or résumé). Include the vacancy identification number on all faxed documents. The application must include work experience, training, education, and awards relevant to the qualifications requirements. For work experience, specify the dates, grade level (if applicable), and the number of hours worked per week. For training or self-development activities, specify course titles, classroom hours completed and dates. **Do not send position descriptions.**
3. For Applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point preference must also submit an Application for 10-Point Veteran Preference, [SF-15](#), along

with the required documentation listed on the back of the form. (For more information on Veterans' programs, please see the [VetsInfo Guide](#))

4. The following materials are recommended: A copy of a college transcript or a list of college course.

Application packages may be submitted via email, fax, or US Mail to the following contact:

Jessica Stout- HR Specialist
Room A2-F
200 Third Street
Parkersburg, WV 26106-5312
Fax: 304-480-8358
Email: Jessica.stout@bpd.treas.gov

For Questions:

Jessica Stout
304-480-8336

EEO Statement:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.